

ALABAMA AIR NATIONAL GUARD

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-017 (STATEWIDE)	OPEN DATE: 30 June 2015		CLOSE DATE: 31 July 2015	
POSITION TITLE: Rec & Ret Superintendent	FUNC CODE: 169000	PEC#: 00058150G		PD #: 070388834
AFSC: 8R000	GRADE: MSgt/E-7 – SMSgt/E-8	UNIT/LOC/SELECTING OFFICIAL: HQs AL ANG, Montgomery, AL Col Jeffery Newton		

DUTIES & RESPONSIBILITIES:

The RRS will serve as the National Guard Bureau's (NGB) primary point of contact and principal advisor on all recruiting and retention issues affecting the state. With input from the Recruiting Office Supervisors (ROS), Retention Office Managers (ROM), and the Recruiting and Retention NCO (RRNCO) develop and facilitate a comprehensive State Recruiting and Retention Plan, recruiting activities, advertising initiatives and financial planning. Distribute state plan to all recruiting and retention activities and appropriate supervisory personnel. Advise state command staff on all recruiting and retention issues, providing periodic updates regarding the status of all programs and offering recommendations concerning recruiting and retention related force management concerns. Ensure all recruiting and retention personnel are trained in accordance with (IAW) applicable Air Force and ANG directives and instructions and all applicable sales training programs. Serve as the Resource Advisor (RA) for all recruiting and retention funds distributed to the state from NGB. Resource Advisor duties include but are not limited to: initial distribution and any redistribution of all appropriated funds to recruiting and retention activities that will support attainment of measurable goals established in the State Recruiting and Retention Plan; approved all or approval authority for all recruiting and retention expenditures; Review and approve each unit's recruiting and retention plans, ensuring the goals established in the state's Recruiting and Retention Plan will be supported by such expenditures; ensure a copy of the approved financial plan for each recruiting and retention activity is submitted to the appropriate base Financial Management Office; and facilitate and monitor advertising, marketing, publicity, and public awareness programs. At least quarterly, visit field recruiting and retention offices to ensure Compliance Review Guides and Staff Assistance Visit (SAV) checklists are being followed, conduct SAVs using the appropriate checklist. Ensure all Center of Influence (COI) events are coordinated through the appropriate levels and designed to achieve the optimal recruiting exposure. These events should be managed and conducted at the unit level IAW ANGI 36-2602. Monitor and evaluate all activities coordinated through the Military Entrance Processing concerning recruiting and retention issues related to: the accuracy and timeliness of all required reports and requests for data; gain and loss trends, determining whether current efforts are satisfactorily supporting attainment of goals specified in the state Recruiting and Retention Plan; Recruiter productivity and unit manning; the Career Motivation Program (CMP) and ensuring career interviews are accomplished; The quality and effectiveness of Retention Staff Assistance Visits (SAVs) provided by the ROM to each supported unit; the status of Incentives and Montgomery G.I. Bill Programs; the assessment of unit retention programs based on members' separation surveys; critical manning concerns, to include career field shortages and identification of critical AFSCs for possible inclusion into the Incentive Program; diversity initiatives and unit manning compared with local demographic composition; the status of budget execution and the direction of local advertising and marketing campaigns; compliance with ongoing training requirements for requirements for recruiters is being accomplished as specified in ANGI 36-8 and Career Motivation Program (CMP) training is being provided to all newly assigned Unit Career Advisors (UCAs) IAW ANGI 36-2607; Increasing prior service enlistments by utilizing the Palace Chase and Palace Front Programs in coordination with ANG In-Service Recruiters (ISRs); the RRS will be responsible for the managerial oversight of their State's Recruiting and Retention Programs IAW ANGI 36-2602, ANGI 36-101, ANGI 36-8, and ANGI 36-2607. In concert with the ROS(s), ROMs and the RRNCOs direct supervisor, the RRS will actively participate in; the selection, promotion, discipline, or removal of recruiting and retention personnel; the submission of performance input to the ROS(s), ROMs and the RRNCOs annual appraisals, incorporation comments regarding the incumbent's success in meeting State recruiting and retention goals; the RRS will serve as the State administrator for the Air Force Recruiting Information Support System (AFRISS) in the state and will accomplish the following; ensure all units are 100% AFRISS compliant; review and evaluate statistical information, by location and/or Recruiter Identification Code (RIC), relating to recruiting, lead source, and lead generation to assist in the planning, evaluation, and implementation of future recruiting programs; ensure all enlistment waivers are forwarded in system from various State recruiting activities through the RRS to the appropriate wavier authority; the RRS will maintain familiarity with the data and information capabilities of the Retention Office Management Productivity System (ROMPS) ; Receive from ROMs data collected in ROMPS regarding separation surveys; compile information and provide consolidated report to the State's senior leaders and NGB; monitor the monthly Incentive reports that are submitted to NGB/A1R, ensuring funding limitations are not exceeded; Ensure a Health Professions/Medical Recruiter is designated for

each flying unit and conduct a Health Team Workshop, as needed or required; if a USAF / USAF Reserve prior service recruiter is hired, the RRS must ensure completion of the applicable sales training programs within one year of their assignment; perform other duties as required by governing regulations/instructions.

On-Board AGR personnel do not have to meet initial entry criteria.

Job announcement, NGB Form 34-1, and AGR Eligibility Checklist are on the HRO website @ www.guard.al.ng.ds.army.mil

SPECIALTY QUALIFICATIONS:

1. Must have performed duties as a Recruiting Office Supervisor, a Retention Office Manager, Recruiting and Retention NCO, In-service Recruiter, or any combination of the three, for a minimum of 24 months prior to assuming the RRS position.
2. Maintain high standards of professionalism through appearance, military bearing, and conduct, in compliance with AFI 36-2903 and ANG weight and fitness standards.
3. Must possess high moral character and unquestionable integrity.
4. Must not have a history of disciplinary actions.
5. Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG recruiting and/or retention strength standards and goals with accomplished sales management ability.
6. Must be willing to work long, irregular hours, perform TDYs, become involved in military and civic activities, and manage recruiting and retention programs that are able to withstand intense public scrutiny.
7. Must be promotable MSgt (E-7), completed Senior NCO Academy, or a Senior Master Sergeant (E-8) prior to assignment as the RRS.
8. Must have exhibited supervisory potential or demonstrated supervisory experience.
9. Must be skilled in oral and written communication.
10. Must have completed or be willing to complete ANG Recruiting Course, ANG Retention Course, and RRS 101 Course within one year of their assignment.
11. Computer proficiency with basic understanding of Microsoft Office programs desirable.

QUALIFICATION/ELIGIBILITY REQUIREMENTS:

1. Applicant must be able to become member in the Alabama Air National Guard.
2. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
3. Applicant must meet physical qualifications outlined in AFI 48-123, Attachment 2, Medical Examination and Standards.
4. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Weight Management Program is ineligible for entry into AGR status.
5. Officers must meet the entry-level AFSC qualification criteria outlined in AFMAN 36-2105 for the duty AFSC compatible with the UMDA position.
6. Applicant must not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

APPLICATION PROCEDURES:

1. Complete NGB Form 34-1 dated Nov 2013 and sign. **(FAX copies will not be accepted.)**
2. All applications **must be** submitted with the new AGR Eligibility Checklist in ANGI 36-101 dated Jun 2010 verified by the appropriate Military Personnel Flight (MPF). Provide an AF Form 422 (Physical Profile Serial Report), and a ANG Fitness Assessment worksheet.
3. If over grade to the announced position, applicant must submit a written statement indicating a willingness to be administratively reduced.
4. Submit complete applications to the following address: **OTAG, ATTN: JFHQ-HRO-MDM, ATTN: MSG Gibson, 1720 Congressman W.L. Dickinson Drive, MONTGOMERY, AL 36109-0711** to arrive by COB on the closing date of the announcement.
5. Incomplete applications or applications received after the closing date will be returned without action.
6. If you have any questions regarding application procedures, call MSG Gibson at (334) 271-7468.